

State of North Carolina
DIVISION OF VETERANS AFFAIRS

INSTRUCTION SHEET

**INFORMATION AND INSTRUCTIONS TO APPLICANTS FOR A SCHOLARSHIP UNDER
CHAPTER 165, ARTICLE 4, GENERAL STATUTES OF NORTH CAROLINA**

1. **GENERAL.**

a. **Purpose Statement.**

In appreciation for the service and sacrifices of North Carolina's war veterans and as evidence of this State's concern for their children, there is hereby continued a revised program of scholarships for **said biological or adopted children as set forth in this Article.**

b. **Eligibility Criteria.**

The applicant must be under 25 years of age at the time of application for such scholarship, who is domiciliary of North Carolina and is a resident of North Carolina when applying for such scholarship. **The applicant must meet one of the below residency criteria:**

- i. A person whose veteran parent was a legal resident of North Carolina at the time of said veteran's entrance into that period of service in the armed forces during which eligibility is established under G.S. 165-22,

OR

- ii. A veteran's child who was born in North Carolina and has been a resident of North Carolina continuously since birth. Provided, that the requirement in the preceding sentence as to birth in North Carolina may be waived by the Department of Administration if it is shown to the satisfaction of the Department that the child's mother was a native born resident of North Carolina and was such resident at the time of her marriage to the veteran and was outside the State temporarily at the time of the child's birth, following which the child was returned to North Carolina within a reasonable period of time where said child has since live continually.

c. **Read this sheet carefully. It may save you future trouble and expense.**

d. **A scholarship award doesn't guarantee your entrance into an institution. It merely helps pay your expenses in an institution in North Carolina, if you have applied in time for admission and if you can meet the entrance requirements. ADVANCE ARRANGEMENTS FOR AN APPROVED DORMITORY ROOM OR OTHER LODGING FACILITY ARE YOUR RESPONSIBILITY. TO KEEP A SCHOLARSIP AWARD, YOU MUST MAINTAIN A MINIMUM CUMULATIVE 2.0 GPA OR BE IN GOOD STANDING WITH THE NORTH CAROLINA ACADEMIC INSTITUTION YOU ARE ATTENDING.**

If a scholarship is awarded, additional instructions will be sent to each scholarship recipient.

e. **When to Apply.**

APPLICATIONS MUST BE RECEIVED IN DIRECTOR'S OFFICE ON OR BEFORE MARCH 1. AN APPLICATION RECEIVED AFTER MARCH 1 WILL BE ACCEPTED AS AN APPLICATION FOR THE FOLLOWING YEAR. SCHOLARSHIPS FOR CLASS II AND III WILL BE SELECTED ON/BEFORE MAY AND AWARDED ON OR ABOUT JULY 1. CLASS I-A, I-B, AND IV MAY BE AWARDED EITHER JANUARY OR JULY.

2. INSTRUCTIONS TO APPLICANT.

a. Assistance and Advice. Refer to NCDVA Website (www.ncveterans.net) for application package and complete instructions. If you have a question, call 919-807-4253 and ask for scholarship coordinator.

b. What to Submit.

ALL ITEMS BELOW MUST BE RECEIVED WITH THE INITIAL SCHOLARSHIP PACKAGE.

- ☐ * Completed form NCDVA-12, Authorization for Release of Information.
- ☐ * Completed form NCDVA-17, Application for State Scholarship. (Including Applicants Resume in the format of the attached example.) (Signature must be in blue ink)
- ☐ * A copy of your birth certificate showing name of veteran parent(s). (If veteran parent is not listed, please provide proof of parentage.)
- ☐ * Completed form NCDVA-18, Financial Questionnaire. This must be completed and signed by the parent or guardian.
- ☐ * A copy of most recent Federal Tax Return filed for applicant and applicant's parents.
- ☐ * Completed form NCDVA-23B(2), Essay Questionnaire to Accompany Application for Scholarship for Children of War Veterans.
- ☐ * Two completed forms NCDVA-23B(3), Recommendation Form to Accompany Application for Scholarship for Children of War Veterans. At least one recommendation must be from your teacher or guidance counselor.
- ☐ * A copy of your parent's discharge(s) [DD 214, Member copy 4] or notice of separation from the Armed Services.
- ☐ * Transcript of high school grades through JUNIOR YEAR. (If already graduated from high school, a final high school transcript is required.) The responsibility is upon YOU to get these grades to us.
- ☐ * Transcript of college grades if currently in college or if attended college since graduated high school.
- ☐ * A copy of disciplinary and attendance records from high school and any other college or technical schools attended. If school does not maintain disciplinary records, please have guidance counselor provide a statement regarding disciplinary issues and attendance.

ADDITIONAL DOCUMENTS NEEDED FOR THE SCHOLARSHIP PROCESS WHICH MUST BE RECEIVED ON OR BEFORE JUNE 30.

- ☐ A copy of your Selective Service registration acknowledgment. (Required of all male applicants born on or after January 1, 1960.) If not 18 by June 30, must be received within six months of award.
- ☐ A copy of your High School Diploma, complete high school and college scholastic record (including all courses taken with corresponding grades earned, cumulative weighted and unweighted grade point averages, attendance and disciplinary records)

c. **Where to Submit Papers.**

Please submit the application and all supporting documents to N.C. Division of Veterans Affairs via mail or email.

**APPLICANTS ARE RESPONSIBLE FOR INSURING ALL DOCUMENTS ARE RECEIVED
TIMELY FOR CONSIDERATION.**

**N.C. Division of Veterans Affairs
1315 Mail Service Center
Raleigh, NC 27699-1315
angela.heilig@doa.nc.gov**